

**ASSISTANT DIRECTOR, HOUSING AND COMMUNITY DEVELOPMENT**  
(Executive Management)

**MISSION:**

To provide leadership and direction in the management of public and subsidized housing through planning, direct service, and quality assurance; to direct and review the work of the Community Development Division, Rental Assistance Division, Special Programs Division, Program Review/Fraud, Fiscal Services, Finance/Budget and Personnel; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

As a member of the Executive Team, the Assistant Director reports directly to the Director, Housing & Community Development. This position is distinguished from the Director in that the latter imparts guidance regarding implementation of the broad program goals and directives of the department. It is distinguished from the next lower class Housing Program Manager in that the manager supervises, trains and advises regarding division activities.

**EXAMPLES OF DUTIES:**

Assists the Director in planning, organizing, and directing the activities of the Housing and Community Development Department, including Section 8, Public Housing, Home Investment Partnership Program (HOME), Community Development Block Grant (CDBG), Housing Opportunities for Persons with Aids (HOPWA), Shelter Plus Care, Supportive Housing and other special needs programs; collaborates with the Director to formulate County policies and programs; develops and oversees short and long range housing policies and strategies for the County and the Housing Authority; coordinates activities with Budget/Finance, Personnel, and Fiscal Services; seeks out and analyzes information, issues and challenges in order to assure maximum community investment; consults with program managers, supervisors, and specialists on special conditions, technical, administrative, legal and legislative issues, and unusual or emergency field problems; determines appropriate action for resolution and progress; prepares, administers, and monitors the department budget within approved appropriation levels; identifies, implements and evaluates best practices to maximize project and service delivery; provides highly responsible and complex administrative and technical support to the Director; acts in the absence of the Director; hires, trains and evaluates program staff, including management, supervisory, professional, technical, and clerical staff.

**MINIMUM QUALIFICATIONS:**

**Thorough Knowledge of:**

- Principles, methods, and procedures of development and implementation related to regional housing and community development programs and processes, including budgeting, staffing, etc.
- Federal Housing Programs including Section 8, Public Housing, HOME, CDBG, and supportive Housing and Shelter Plus Care Programs.
- Federal, State and local laws, regulations, and rules governing housing and community development.
- Landlord/tenant relations.
- Contract administration/monitoring.
- Economic, governmental, and legislative trends affecting housing and community development.

- Physical, environmental, social and governmental factors involved in housing and community development.
- General principles of management, including training, directing, evaluating and supervising staff.
- Roles and legal status of governmental agencies and interested groups in County development.
- The General Management System in principle and in practice.

**Skills and Abilities to:**

- Plan, organize, manage and direct the overall operations of the Housing & Community Development Department.
- Develop policies and procedures related to Housing and Community Development.
- Analyze, evaluate and direct the preparation of complex analyses, studies, reports and proposals.
- Understand, interpret, and apply provisions of Federal, State and local legislation, rules and regulations pertinent to the activities of the Housing and Community Development Department.
- Establish and maintain effective working relations with public officials, County administrators, and the general public.

**EDUCATION/EXPERIENCE:**

Education, training, and/or experience, which demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a bachelor's degree in a related field; AND, a minimum of five (5) years of experience directly related to the above knowledge, skills and abilities, three (3) years of which must have been at a management level. A Master' degree is highly desirable.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**Certification:**

Incumbent must hold a Public Housing Manager Certification, or obtain within twelve (12) months from date of hire.

**License:**

A valid California Class C driver's license is required at the time of appointment, which must be maintained throughout employment in this class, or the ability to arrange necessary transportation for field travel. Employees in this class may be required to use their personal vehicle.